

OVERDUE RECEIVABLES OWED TO THE STATE OF UTAH IN CIVIL CASES

District court can manually refer the accounts receivable collection to the Office of State Debt Collection (OSDC) on overdue receivables related to civil cases. To provide consistent information and procedure state wide the following steps have been suggested:

1. Send the following information to Office of State Debt Collection, 5110 State Office Building, SLC UT, 84114:

If overdue receivable is related to NSF check, send:

Copy of NSF check,
Copy of Collection Letter(s) and
A cover letter for referral (see "[OSDC Civil Referral Form](#)")

For other overdue receivables (i.e. surety bonds, contempt of court fees), send:

Copy of Case History,
Copy of Payment History and
A cover letter for referral (see "[OSDC Civil Referral Form](#)")

2. On CORIS:

Adjust the account receivable amount due being sent to OSDC (see "Returned Checks" Section – Procedure 8d.)
Enter a reason of "Account sent to the Office of State Debt Collection"
Enter a Case History note (F4)